



North Carolina Department of Public Safety

Community Corrections

Roy Cooper, Governor

Erik A. Hooks, Secretary
Tracy K. Lee, Director

ADMINISTRATIVE MEMORANDUM 01.13.11-17

November 1, 2017

TO: All Community Corrections Staff

FROM: Tracy K. Lee, Director

RE: Completing Supervision Successfully Brochure

As a reminder, Community Corrections policy (*Chapter C .0203 Supervision Contacts*) requires that the Completing Supervision Successfully Brochure (Probation and/or Parole/Post-Release) be reviewed with the offender during the Initial Supervision Interview (ISI) and that the offender be provided with a copy of the brochure. Recently, the brochure was updated to include emergency contact information, online payment options and an explanation of the forfeiture of voting rights for convicted felons.

To ensure that all offenders have received the updated brochure, please review the most recent brochure with all offenders currently under supervision and provide them with a copy. Both brochures are available on the Community Corrections forms page and are attached with this memorandum.

Thank you for your attention to this matter. Please forward any questions through your chain of command.

MAILING ADDRESS:
4250 Mail Service Center
Raleigh, NC 27699-4250
www.ncdps.gov



An Equal Opportunity employer

OFFICE LOCATION:
2020 Yonkers Rd.
Raleigh, NC 27699-4250
Telephone: (919) 716-3000
Fax: (919) 324-6247